



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED
PART TIME (20 HOURS)

Job Classification

LIBRARIAN I

Posting Number

PN# 103092

Department

Library Department

Division

Central Services

Section

Houston Metropolitan Research Center *

Reporting Location

500 McKinney

Workdays & Hours

Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides reference service and information to customers in person, by phone, and by electronic means, specializing in Texas and Local History and Archives. Furnishes information on library services, activities, facilities, and policies. Instruct customers in use of the library's catalog. Internet, CD-ROM databases and online resources. May assist with collection development, management, and maintenance. Prepares and presents programs for children. May prepare and present programs and tours, exhibits, and user guides. Performs other duties essential to efficient operation of the library. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

MINIMUM EXPERIENCE REQUIREMENTS

See above

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Fluency in Spanish a plus. Familiarity with HTML a plus. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 16
\$946 - \$1279 Biweekly \$24,596 - \$33,254 Annually

OPENING DATE

February 23, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer